Jira

Setting up and maintaining users

For obvious reasons users are integral parts of the set-up. This document will explain how to set up new users, maintain existing users and assign them to specific groups and project roles

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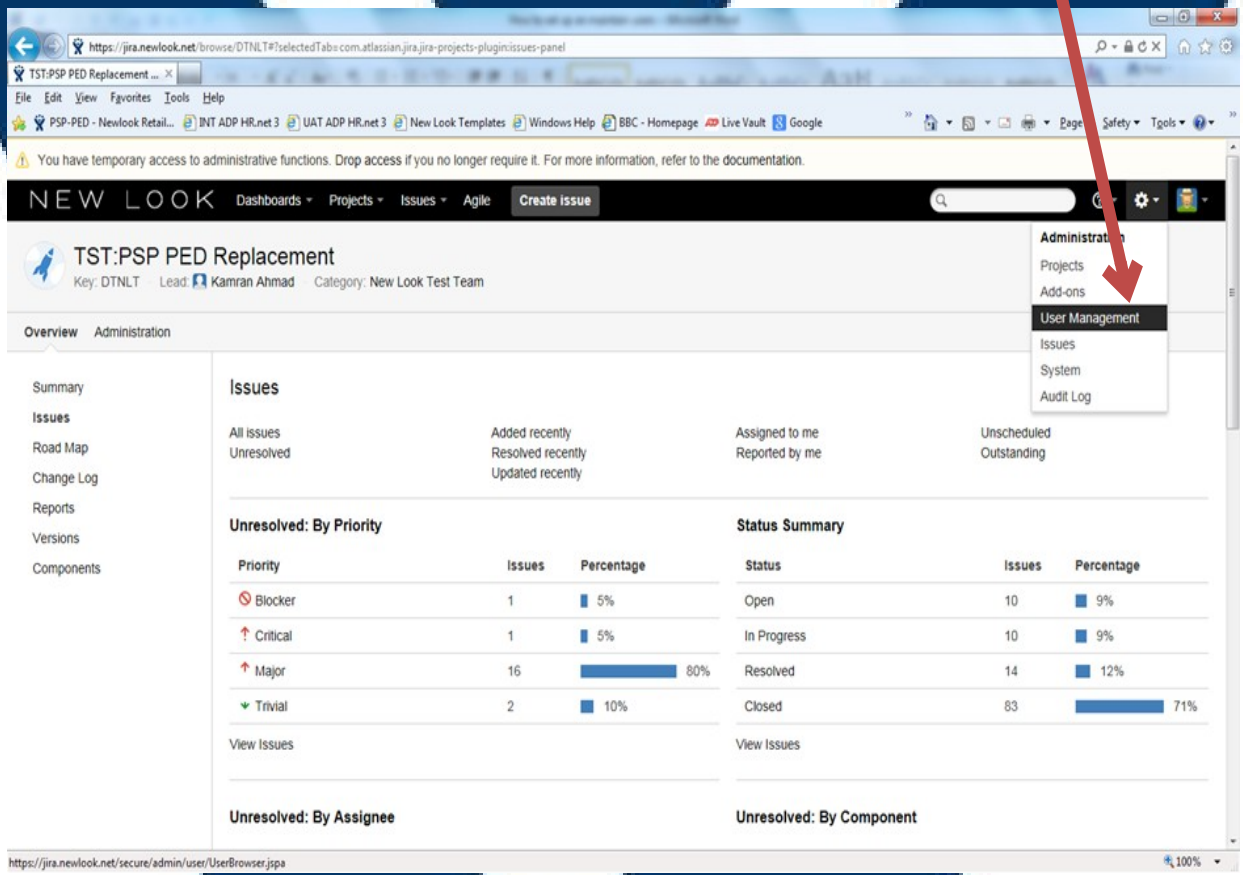
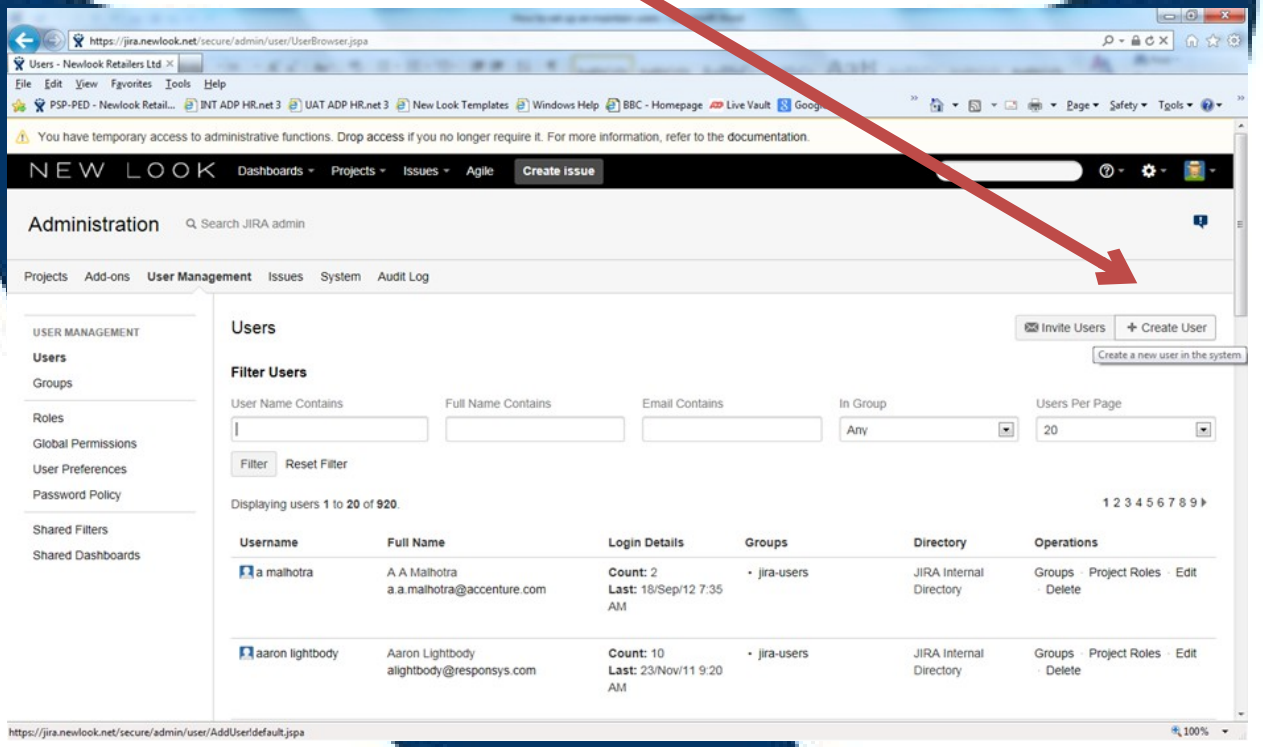
Adding new users

This needs to be done by an Administrator.
Navigate to Admin dropdown – User management



Adding new users

Click Create User



Adding new users

Input the 3 mandatory fields and click the ‘Send Notification Email’.

Username (format is firstname_lastname I.e. kevin_rolls) Full Name and Email address –

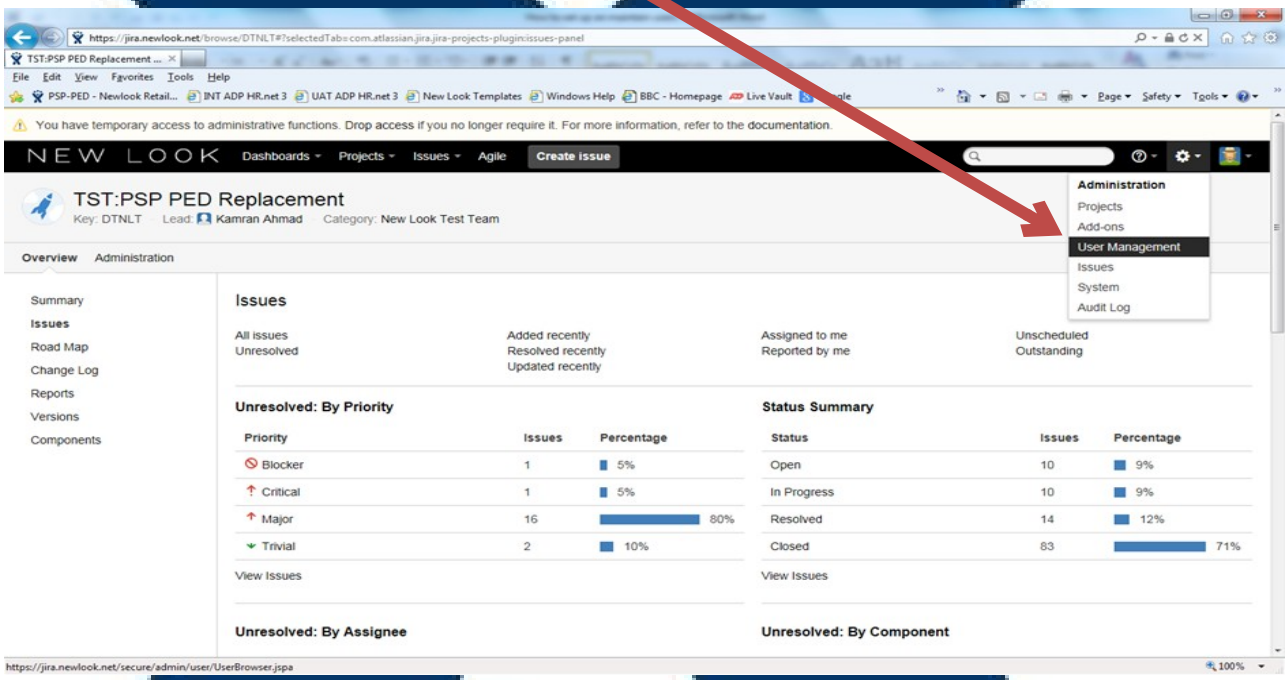
The Password field should be left blank and a password will be automatically generated and emailed to the new user provided the notification box is ticked. Finally click Create

Create New User
Create New User
There are currently 920 total user(s) set up in JIRA, of which 716 are active and count towards your license limit.
Username*
Password
If you do not enter a password, one will be generated automatically.
Confirm
Full Name*
Email*
Send Notification Email
Send an email to the user you have just created, which will allow them to set up their password (if applicable).
Create
Cancel

Adding users to groups (New and existing)

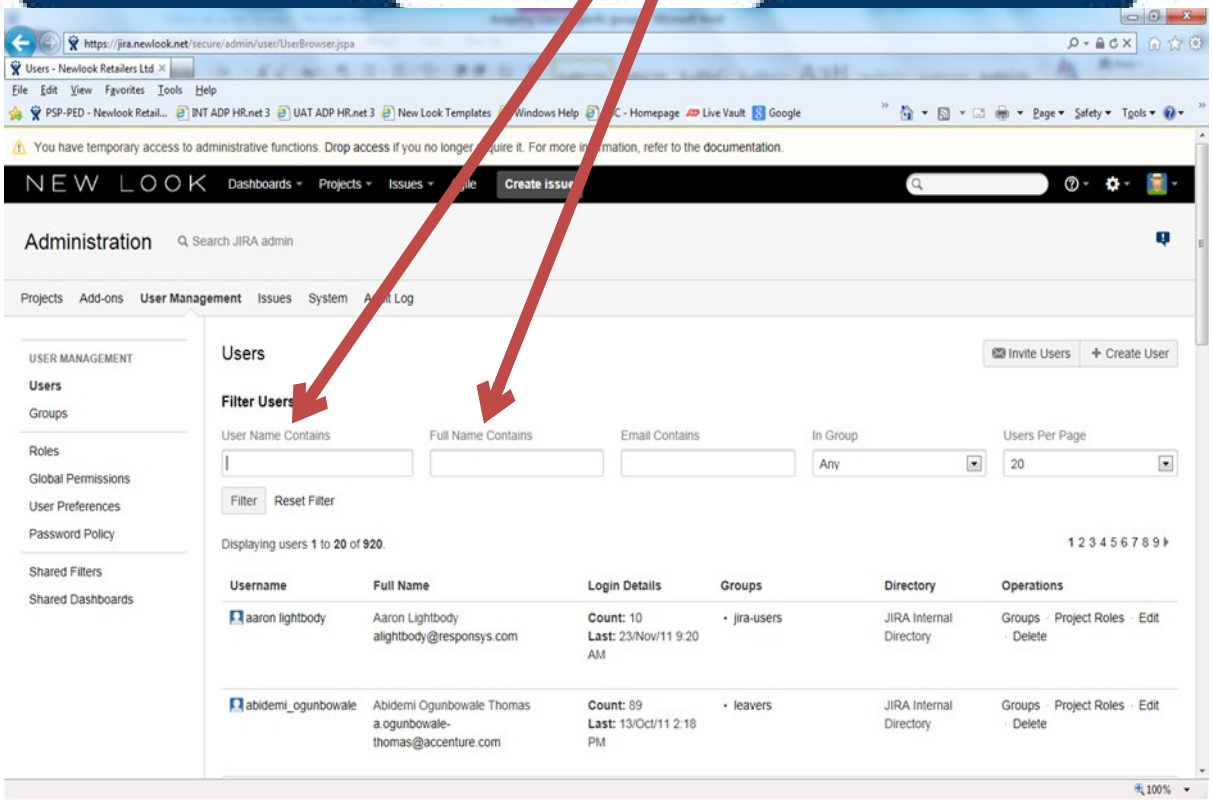
Once a new user is created in Jira they are automatically allocated to the group Jira_Users. If you need to add them or an existing user to different groups then you need to do the following:

Select User Management



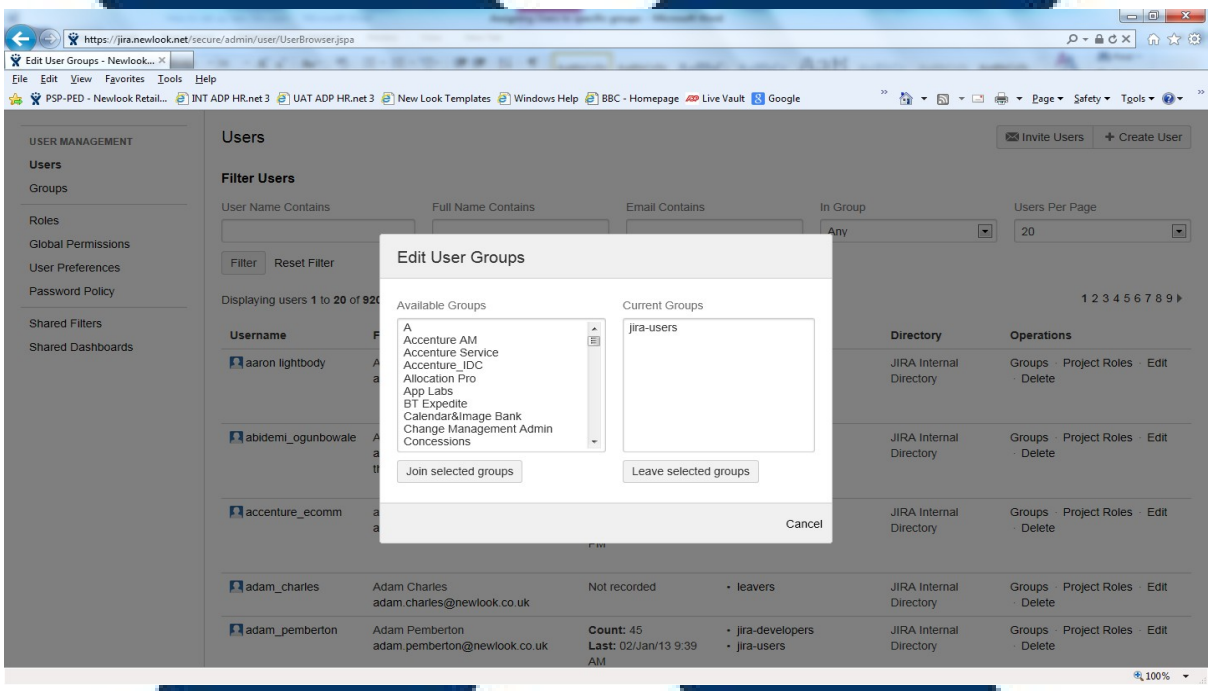
Adding users to groups (New and existing)

Use the search filters to find your user



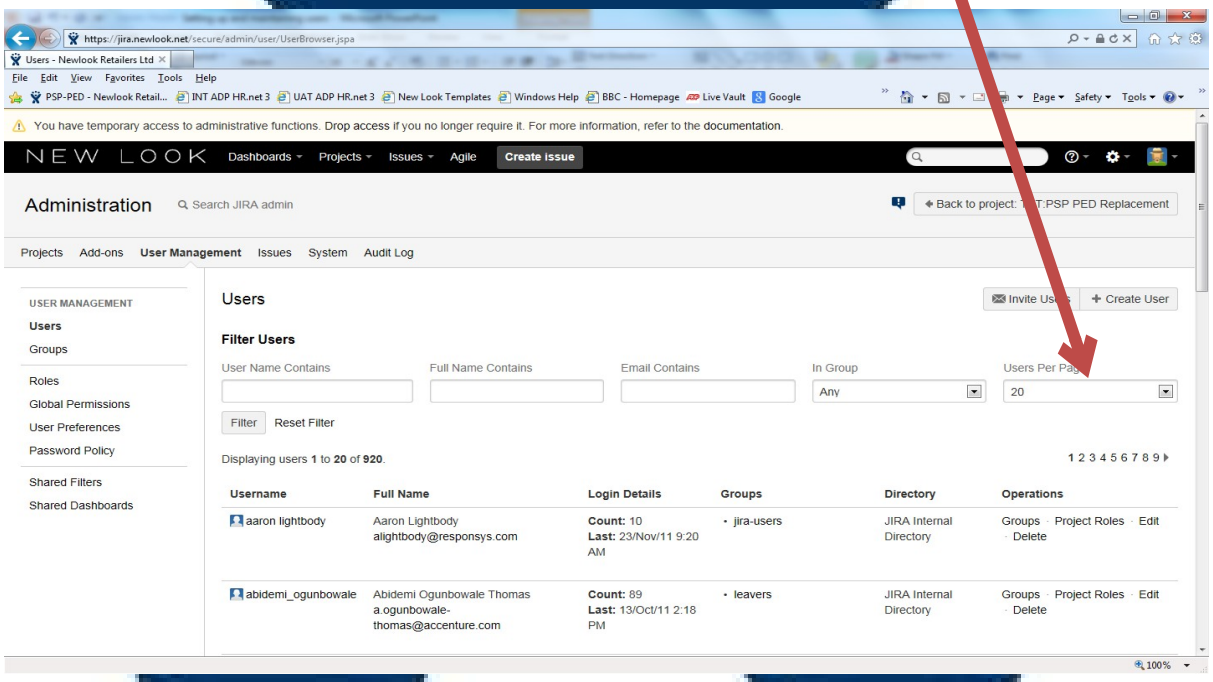
Adding users to groups (New and existing)

Once your user is found select Groups. The list of available groups will be displayed which the user can be added to/removed from. Once Groups are selected click the Join/Leave selected groups



Assign users to project roles

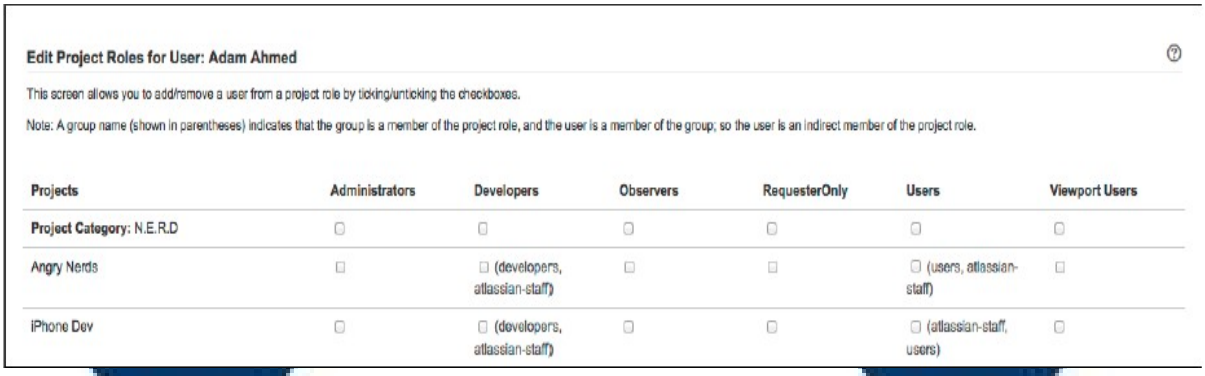
Users can be assigned to specific project roles. To view a user's project role membership, locate the user in the User browser and click the Project Roles link in the Operations column. This will display a table showing all the projects and project roles that exist in JIRA, and the user's current project role membership for each project:



Assign users to project roles

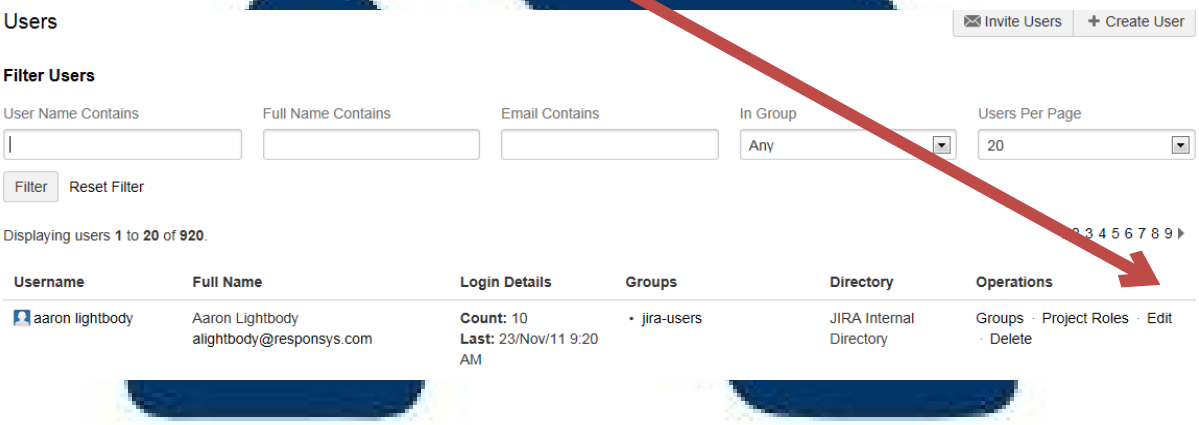
Select the Edit Project Roles button

Check boxes will then be available for selection to either add or remove a user from a project role

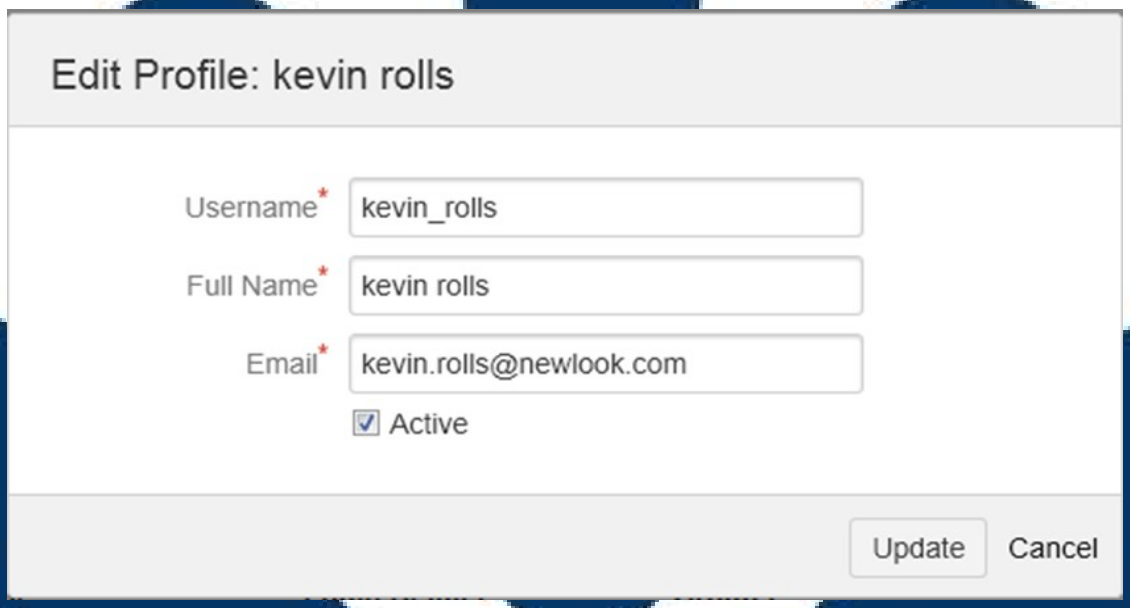

Edit Project Roles for User: Adam Ahmed
This screen allows you to add/remove a user from a project role by ticking/unticking the checkboxes.
Note: A group name (shown in parentheses) indicates that the group is a member of the project role, and the user is a member of the group; so the user is an indirect member of the project role.
Projects
Administrators
Developers
Observers
RequesterOnly
Users
Viewport Users
Project Category: N.E.R.D
Angry Nerds
(developers, atlassian-staff)
(users, atlassian-staff)
iPhone Dev
(developers, atlassian-staff)
(atlassian-staff, users)

Changing a user's name, email address or password

To change a user name or email address you need to locate the user in the user browser and click the Edit link in the Operations column

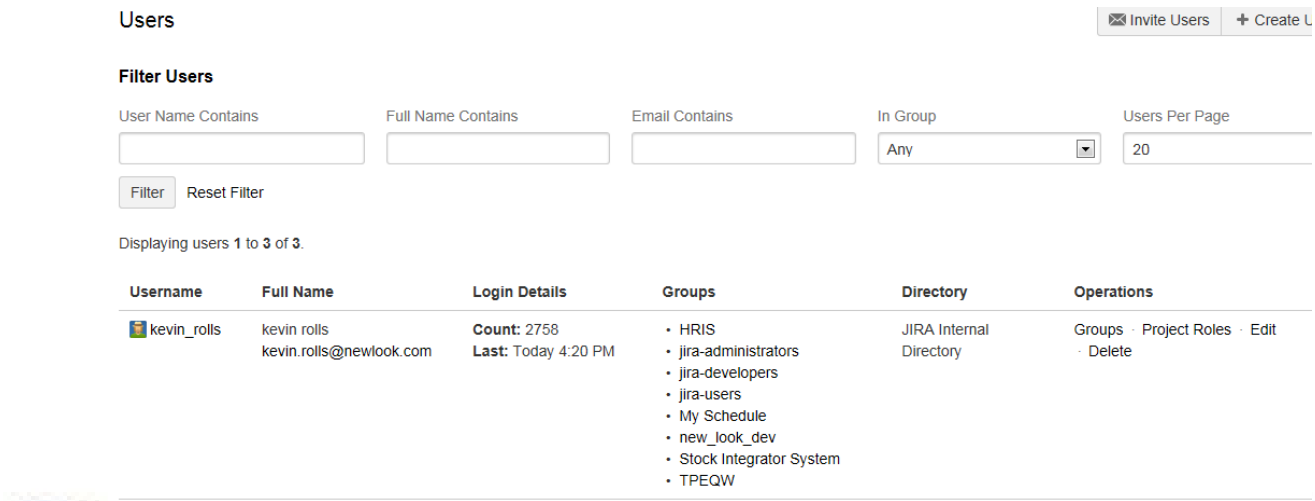


Make the required changes to the user full name and/or email address and click Update



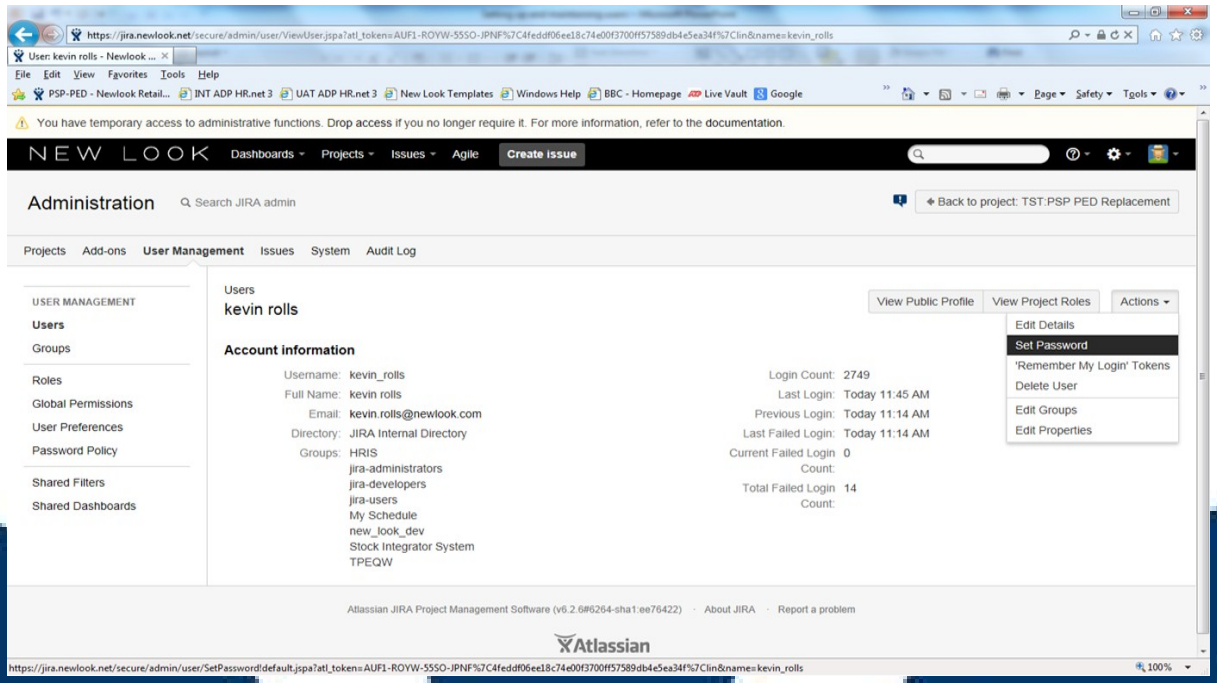
Changing a user's name, email address or password

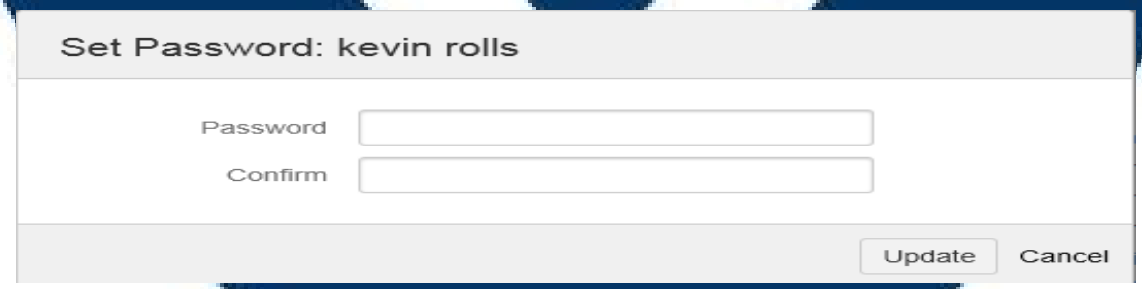
To change a user password locate the user in the user browser and click their Username



Changing a user name email address or password

Choose Actions and Set Password click confirm and update



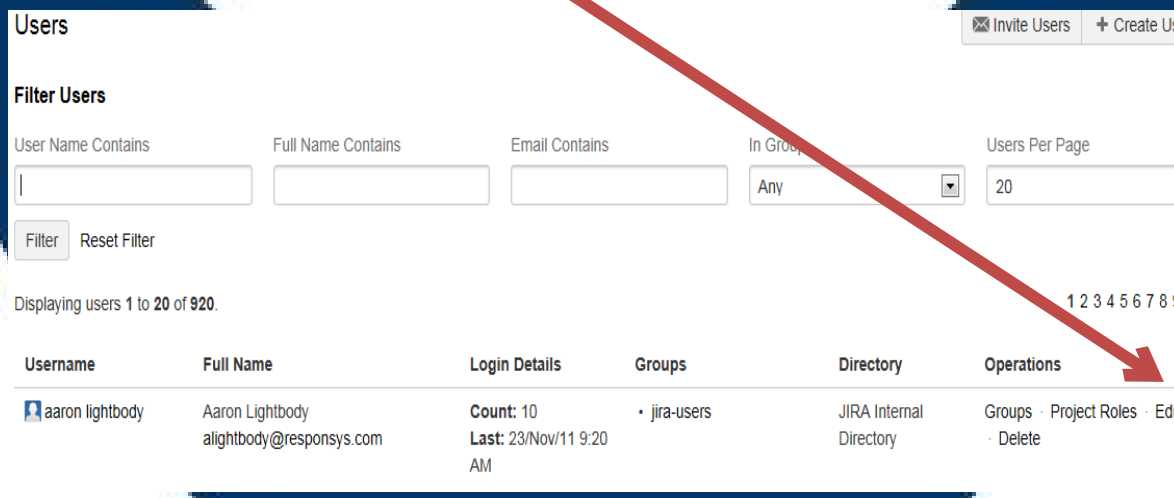


Deactivate and reactivate users

JIRA administrators can deactivate a JIRA user, which disables that user's access to JIRA. This

avoids the need for a JIRA administrator to delete the user's account from the system. If the user re-joins New Look then they can be easily reactivated. Whilst deactivated a user will not be able to access Jira and this will not count towards the Jira user licence.

Select the user in the user browser and click Edit under the Operations column



Deactivate and reactivate users

Uncheck the Active box and update. The user will then show as inactive in the user browser. Reactivating a user is the reverse of this I.e. check the Active box